

REGISTRATION INFORMATION

The Division of Child Care and Development of the Virginia Department of Social Services provides classes throughout the Commonwealth for child care providers. This catalog includes classes offered for the Fall 2006 training semester and is organized into three main sections:

- Fall Classes – including a pull-out calendar of classes by region
- Additional Educational Opportunities
- Comprehensive List of All Courses

Who Can Register for Classes

The training is open to child care providers from:

- licensed child day centers
- religiously exempt child day centers
- certified preschools
- head start programs
- licensed family day homes
- family day homes approved by a family day system
- voluntarily registered family day homes
- family day homes approved by local departments of social services
- unregulated child care providers paid by local departments of social services

How To Use the Catalog

- Review the catalog and select classes of interest.
- Use the fold-out of the Fall 2006 Calendar of Classes by Region to help locate classes in your area.
- Photocopy the Registration Form as needed and complete one per class; up to four participants each.

How To Register for Classes

- Complete one Registration Form per class. Multiple registrants may be listed on each form.
- Enter the correct fee per person for each class. See page 12 for table of classes and fees.
- Attach a separate check or money order for each class made payable to: **TREASURER OF VIRGINIA.**
NOTE: Do not send one check that covers the cost of more than one training date or more than one location. It will be rejected and returned to you delaying or preventing registration.
- Make a copy of the Registration Form for your records before you mail it to the correct VISSTA office.
- Mail the Registration Form and check/money order to the VISSTA office handling the registration for the location selected. See the reverse side of the registration form for where to send registration forms and payment.
NOTE: Registration forms and payments must be received by VISSTA 1 week before the class date.
- You will be registered to attend the training and will receive a confirmation letter with directions to the training location if:
 1. space is available, and
 2. the Registration Form and check/money order are completed properly, sent to the correct VISSTA office, and received on time.
- If the class is filled or your registration arrives late, checks/money orders will be returned to you.
- If a class is canceled by the Virginia Department of Social Services, **REFUNDS WILL NO LONGER BE GIVEN.** Instead of a refund, a voucher will be given that can be used for any other classes offered in the future.
- A \$15 fee will be charged on checks returned for insufficient funds.

Attending Classes

- Bring the confirmation letter to the class in order to be admitted and receive a certificate.
- **Do not attend the class unless you receive a confirmation letter.**
- If you have not received a confirmation letter at least one week before the class date, call the VISSTA office handling your registration.
- Walk-ins are NOT allowed. People who arrive at a class without pre-registering will be turned away.
- Please make every effort to attend, or send a substitute to, each class for which your registration is confirmed.
- Be on time. Review directions and a map in advance to avoid getting lost. Hours will be reduced on the training certificate if you arrive late or leave early.
- Children are NOT allowed at VDSS classes. Providers bringing children will be turned away.

REGISTRATION FORM - COMPLETE AND RETURN ENTIRE FORM

Enter only one class, one date/time and one class location on this registration form. For online information on classes, visit the following Web site:
<http://www.dss.virginia.gov/redirect/?83>.

NAME OF CLASS _____

CCD NUMBER _____

DATE OF CLASS _____ TIME _____

CLASS LOCATION _____

IMPORTANT!

- Register Immediately. Registration forms and payments must be received by VISSTA one week before the class – no late registration accepted.
- Complete one registration form per class (multiple registrants may be listed on form).
- Fees vary per class (see class information on page 12).
- Send a SEPARATE check for EACH CLASS (may cover fees for multiple registrants).
- Make check(s) payable to **Treasurer of Virginia**.
- Mail registration form(s) and payment(s) to VISSTA office handling registration for the class location you are planning to attend (see back of this page for addresses of VISSTA offices).
- Checks/money orders will be returned to you if the class is filled or your registration arrives late.

YOUR EMPLOYMENT INFORMATION

FACILITY NAME _____ DIRECTOR'S NAME _____

FACILITY TYPE CODE _____ OTHER (SPECIFY) _____
(select one code from box below)

FACILITY ADDRESS _____ DAYTIME TELEPHONE () _____

CITY _____ STATE _____ ZIP CODE _____ FACILITY FAX NUMBER () _____

E-MAIL ADDRESS _____

REGISTRANTS' INFORMATION**ALL INFORMATION IS REQUIRED. MISSING INFORMATION WILL DELAY OR PREVENT REGISTRATION.**

				DRIVER'S LICENSE NUMBER <small>(if you do not drive, please provide last 4 digits of Social Security Number)</small>	EDUCATION LEVEL <small>(select one code from box below)</small>	AGE GROUPS SERVED <small>(select one code from box below)</small>
1.	FIRST NAME	MI	LAST NAME			
2.	FIRST NAME	MI	LAST NAME			
3.	FIRST NAME	MI	LAST NAME			
4.	FIRST NAME	MI	LAST NAME			

YOU MAY COPY THIS FORM TO REGISTER ADDITIONAL PEOPLE.

CODES

FACILITY TYPE		EDUCATION LEVEL		AGE GROUPS SERVED	
Select code for type of facility where you are employed.		Select code for highest level of education you have completed.		Select the <u>one</u> category that reflects the ages of the children you serve.	
Codes	Description of Codes	Codes	Description of Codes	Codes	Description of Codes
C	Licensed Child Day Center	ND	Attended high school (no diploma)	I	Infants Only (Birth to 16 mo)
R	Religiously Exempt Child Day Center	HS/GED	High School Diploma/G.E.D.	T	Toddlers Only (16 mo up to 2 years)
P	Certified Preschool	C	Career Studies Certificate	P	Preschoolers Only (2 years up to 5 years)
A	Head Start Program	1 YR	Early Childhood Ed. Certificate	S	School-Agers Only (5-12)
H	Licensed Family Day Home	A	Associates Degree	IT	Infants & Toddlers
V	Voluntarily Registered Family Day Home	B	Bachelors Degree	IP	Infants & Preschoolers
L	Family Day Home Approved by Local DSS	M	Masters Degree	IS	Infants & School-Agers
U	Unregulated Provider (paid by local DSS)	D	Doctorate Degree	TP	Toddlers & Preschoolers
S	Family Day Home Approved by a Family Day Home System	O	Other	TS	Toddlers & School-Agers
O	Other (Specify above)			PS	Preschoolers & School-Agers
				ITP	Infants, Toddlers & Preschoolers
				ITS	Infants, Toddlers & School-Agers
				IPS	Infants, Preschoolers & School-Agers
				TPS	Toddlers, Preschoolers & School-Agers
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WHERE TO SEND REGISTRATION FORMS AND PAYMENT

NOTE: Sending your registration to the wrong VISSTA office will delay or prevent registration.

NORTHERN LOCATIONS

FOR CLASSES HELD IN:

Annandale
Ashburn
Dumfries
Fairfax
Fredericksburg
Lovettsville
Manassas
Springfield
Stafford
Warrenton
Weyers Cave

SEND CHECKS PAYABLE TO TREASURER

OF VIRGINIA AND FORMS TO:
VISSTA, Child Care Training
Fairfax Department of Family Services
12011 Government Center Parkway, Suite 622
Fairfax, Virginia 22035-1102
703-324-7197

CENTRAL LOCATIONS

FOR CLASSES HELD IN:

Chester
Henrico

SEND CHECKS PAYABLE TO TREASURER

OF VIRGINIA AND FORMS TO:
VISSTA, Child Care Training
1604 Santa Rosa Road
2nd Floor, Suite 232A
Richmond, Virginia 23229-5008
804-662-7470

EASTERN LOCATIONS

FOR CLASSES HELD IN:

Chesapeake
Hampton
Norfolk
Portsmouth
Smithfield
Virginia Beach
Norge/Williamsburg

SEND CHECKS PAYABLE TO TREASURER

OF VIRGINIA AND FORMS TO:
VISSTA, Child Care Training
Hampton Department of Social Services
1320 LaSalle Avenue
Hampton, Virginia 23669-3801
757-727-1880

SOUTHWEST LOCATIONS

FOR CLASSES HELD IN:

Abingdon
Dublin

SEND CHECKS PAYABLE TO TREASURER

OF VIRGINIA AND FORMS TO:
VISSTA, Child Care Training
450 Commerce Drive, Suite 6
Abingdon, Virginia 24211
276-623-0134

PIEDMONT LOCATIONS

FOR CLASSES HELD IN:

Roanoke
Lynchburg

SEND CHECKS PAYABLE TO TREASURER

OF VIRGINIA AND FORMS TO:
VISSTA, Child Care Training
210 First Street, SW, Suite 405
Roanoke, Virginia 24011
540-853-6380

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Annandale	OF VIRGINIA AND FORMS TO:
Ashburn	VISSTA, Child Care Training
Dumfries	Fairfax Department of Family Services
Fairfax	12011 Government Center Parkway, Suite 622
Fredericksburg	Fairfax, Virginia 22035-1102
Lovettsville	703-324-7197
Manassas	
Springfield	
Stafford	
Warrenton	
Weyers Cave	

CENTRAL LOCATIONS

FOR CLASSES HELD IN:	SEND CHECKS PAYABLE TO TREASURER
Chester	OF VIRGINIA AND FORMS TO:
Henrico	VISSTA, Child Care Training
	1604 Santa Rosa Road
	2nd Floor, Suite 232A
	Richmond, Virginia 23229-5008
	804-662-7470

EASTERN LOCATIONS

FOR CLASSES HELD IN:	SEND CHECKS PAYABLE TO TREASURER
Chesapeake	OF VIRGINIA AND FORMS TO:
Hampton	VISSTA, Child Care Training
Norfolk	Hampton Department of Social Services
Portsmouth	1320 LaSalle Avenue
Smithfield	Hampton, Virginia 23669-3801
Virginia Beach	757-727-1880
Norfolk/Williamsburg	

SOUTHWEST LOCATIONS

FOR CLASSES HELD IN:	SEND CHECKS PAYABLE TO TREASURER
Abingdon	OF VIRGINIA AND FORMS TO:
Dublin	VISSTA, Child Care Training
	450 Commerce Drive, Suite 6
	Abingdon, Virginia 24211
	276-623-0134

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FOR CLASSES HELD IN:	SEND CHECKS PAYABLE TO TREASURER
Roanoke	OF VIRGINIA AND FORMS TO:
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	Roanoke, Virginia 24011
	540-853-6380